 **JESSICA WARRE (Ms)**

# PERSONAL DETAILS

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| --- | --- |
| Date of Birth: | 18th December 1985 |
| Place of Origin: | Madang Province, Papua New Guinea |
| Denomination: | Roman Catholic |
| Phone Number: | 7142 4887/78786751 |
| Email: | Jessica.Warre@kutmor.com.pg/jwarre19@gmail.com |
| **Home Address:** | C/- Paul Warre **Work Address:** KutMor Limited |
|  | Aitape High School PO Box 573 |
|  | PO Box 63 Konedobu 125, NCD |
|  | Aitape Papua New Guinea |
|  | Sandaun Province |
|  | Ph: 475 2034/475 5104 |

***OBJECTIVE***

To be the best I can be in my chosen field by learning as much as I can in whatever duties I am assigned in order to be efficient in my output.

***SKILLS/COMPETENCIES***

Effective Communication | Time Management | Problem Solving | Customer Service Oriented| Teamwork | Conflict Resolution | PNG Labor and Employment Act| Policy and Procedural Reviews| Benefits/Compensation | Teamwork and Collaboration| Result Oriented| Creativity | Microsoft Office | Attaché | basic Able | HR Pro | Fox Pro | MS Word | MS Excel | MS Outlook | Lotus Notes | MS Publisher | PowerPoint|

***ACHIEVEMENT***

* Created and regularly updated employee database for all KutMor Direct employees where it was previously nonexistent.
* Created the official memorandum template that is currently in use by the Human Resource Department of KutMor Ltd.
* Corrected the payroll system for KutMor Ltd separating pays for base hours from pays for overtime hours for our FIFO employees. This was done so their Nasfund contributions can be correctly taken from their base pays only and not from their overtime pays as well.
* Successfully sorted out work permits for our Philippino expat employees ensuring their smooth entry into the country for work with KutMor Ltd
* Actively being the Lead HR Officer for KutMor Ltd in liaising with Attaché for system setup for Payroll and HR.
* Created document control system for the Production Department of RD Tuna Canners Ltd. I worked on updating old/existing forms and documents to align with FSQMS (Food Safety and Quality Management Systems) requirements based on ISO 22000:2005.

# CERTIFICATES ATTAINED

# Certificate of Participation in Working with Different Behaviours in the Workplace - EFPNG

# Certificate of Attainment in MYOB AccountRight (File Setup, Inventory, Purchase, Sales, Cash & Bank, Journal & Reports Generation)– Spectrum

* Certificate in Salary or Wages Tax Compliance - PwC\_PNG Tax Workshop Session 3
* Certificate of Attainment in Employee Remuneration Planning and Salary and Wages Tax – IBS
* Certificate of Participation in Customer Service - IBBM
* Certificate of Recognition in Food Safety and Quality Management System Documentation - RDTC
* Certificate of Recognition in HACCP, GMP and SSOP Refresher Course – RDTC

# EDUCATION

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| --- | --- | --- |
| **[2005]** |  | **University of Papua New Guinea (NCD)**  • First Year Studies in Bachelor of Arts (Political Science Program) |
| **[2004-2003]** |  | **St. Ignatius Secondary School (West Sepik Province)**   * PNG Higher School Certificate (Grade 12 Certificate) |
| **[2002-2001]** |  | **Malala Catholic Secondary School (Madang Province)** |

• PNG High School Certificate (Grade 10 Certificate)

# WORK EXPERIENCE

**[Current-May 23 2019] KutMor Limited (NCD)**

Position: **Human Resource Officer – Direct Employees**

Department: Human Resources Department

## [February 2019 –Nov 06 2018] Goodman Fielder International (NCD)

Position: **Acting Senior Payroll Officer (on HDA)**

Department: Finance Department

## [May 17 2019-Jun 15 2015] Goodman Fielder International (NCD)

## Position: Payroll Officer

## Department: Finance Department

## [Apr 17 2015-May 09 2014] PNG Microfinance Ltd (NCD)

Position: **Acting Payroll Officer (on HDA)**

Department: Human Resources Department

## [Dec 16 2013-Jan 03 2014] PNG Microfinance Ltd (NCD)

## Position: Acting Recruitment Officer (on HDA)

Department: Human Resources Department

## [Apr 13 2013-Jun 12 2015] PNG Microfinance Ltd (NCD)

Position: **HR Assistant**

Department: Human Resources Department

## [Jun 14 2012-Dec 2011] RD Tuna Canners Ltd (Madang Province)

Position: **Benefits & Payroll Supervisor**

Department: Human Resources Department

## [Nov 2011-Aug 2011] RD Tuna Canners Ltd (Madang Province)

Position: **Payroll Specialist**

Department: Human Resources Department

## [Jul 2011-Jan 2010] RD Tuna Canners Ltd (Madang Province)

Position: **Payroll Officer**

Department: Human Resources Department

## [Sept 2009-Sept 2007] RD Tuna Canners Ltd (Madang Province)

Position: **Department Document Controller**

Department: Production Department

## [2006] RD Tuna Canners Ltd (Madang Province)

Position: **Production Clerk**

Department: Special Projects, Production Department

***TASKS & RESPONSIBILITIES***

1. **Human Resource Officer**

* End to end recruitment
* Creating and updating staff database on a weekly/monthly basis
* Writing up and revising employment contracts both in English and Pidgin
* Revising documents/updating templates, etc
* Doing up employees’ confirmation letters (either for the banks or Nasfund), just to name a few.
* Liaising with external clients (Nasfund, NCSL, EFPNG, banks, etc) regarding employees’ superannuation savings/contributions/loans/etc
* Liaising with insurance company (Marsh Insurance) regarding staff medical covers
* Liaising with the employment agent and attending to expatriate staff visa/work permit applications
* Liaising with the Attache team for setup of payroll software for KutMor’s use
* Facilitating employees’ probation end reviews
* Renewing trades employees’ licenses (plumbers, etc)
* Endorsing employees’ Nasfund documents and registering employees online
* Writing up memos/announcements on behalf of the department and company
* Doing up and submitting HR manhours for quarterly board reports
* Updating AL and LSL leave trackers for KutMor Pom staff
* Doing up calculations for employees’ revised rates due to roster changes, salary increments, etc
* Attending to employees’ disciplinary issues.
* Attending to KutMor Directors’ requests (Nasfund registration, passport renewal, etc)
* Assisting the junior Payroll Officer with employees’ pay queries, calculations, etc. when she is caught up running pays
* Providing employees’ salaries report to the GM as and when required
* Attending to employees’ queries
* Filing

1. **Benefits & Payroll Supervisor**

* Overseeing the Benefits and Payroll sections, comprising of a team of six staff
* Reviewing and approving payroll documents (Nasfund, finish pay, HR staff overtime, leave applications, etc)
* Emailing of bank files to the bank as well as Nasfund schedules to Nasfund
* Being audited and attending to audit requests (reports, etc)
* Raising payments for Nasfund contributions on a monthly basis
* Communicating with department heads in regard to payroll issues and concerns
* Preparing of PRF’s (Personnel Requisition Forms) for replacement of Payroll and Benefits staff
* Maintain staff allowances and benefits
* Preparing employee status change, and
* Attending to other duties as directed by the HR Manager

1. **Payroll Officer**

* With RD Tuna Canners, running payroll for over a 1000 employees and printing payroll files using the FoxPro system and the HRPro system
* With Goodman Fielder International, running staff payrolls for three different companies (using the attache software) on a weekly basis
* With GFI, liaising with the ANZ team for transition of ANZ Diskpay into Transactive and the Time & Access team on merging multiple payrolls into just one.
* Being audited and attending to audit requests (reports, etc)
* Updating and maintaining the Masterfile
* Attending to staff payroll queries
* Providing monthly manhour reports to the HR Manager
* Preparing month-end reports
* Doing up calculations for staff leaves, HDA’s, final pays, housing allowances, other incomes, etc
* Effecting staff contributions to Nasfund Superannuation after successful completion of probationary period
* Continued compliance with PRC (Personnel Record Change) process and HR Policies and procedures
* Printing of timesheets and issuing timecards
* Filing payroll reports/files
* Preparing and folding payslips
* Cross-checking of timesheets, timecards and overtime authorization forms
* Attending to other duties as directed by the Finance Manager and the HR Manager

# Department Document Controller

* In charge of doing up new forms and policies for the Production Department in line with Quality Management Systems.
* Responsible for controlling, reviewing, formatting, registering and the safe-keeping of the department’s files and documents relating to Food Safety & Quality Management Systems (FSQMS) based on ISO 22000:2005

# Production Clerk

* Data Entry
* Summarizing processing reports for management reviews
* Filing of records
* Ensuring proper recording of daily reports out on the processing line
* Attending to workers’ queries and phone calls

# INTERESTS

Reading up on topics directly related to my field of work, revising/updating existing documents, meeting new people, fashion designing (a hobby), listening to music, playing sports, etc.

# REFEREES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Name*** | ***Position Title*** |  | ***Company Address*** | ***Phone*** |
| 1 | **Ms. Lucy Larandiloloa** | Payroll Manager |  | Goodman Fielder International  P.O Box 673  Port Moresby, NCD | 70920233 |
| 2 | **Ms. Cathy Magalu** | Former Human Resource Manager |  | KutMor Ltd  P.O Box 573  Konedobu 125  NCD, PNG | 72348990/76520028 |
| 3 | **Ms. Joyce Gole** | Senior HR Officer | | KutMor Ltd  P.O Box 573  Konedobu 125  NCD, PNG | 3230026/71238290 |